

Job Description
Missouri State Highway Patrol

Class Title: Accountant I - BPD (Budget/Fiscal Notes)

Title Code: V00191

Effective Date: 07/24/96

Date Reviewed: 12/18/07 by B. Miller

Date Revised: 12/18/07

Immediate Supervisor: Accountant III

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position performs a variety of advanced accounting duties to include budget preparation, legislation and fiscal notes, federal grant administration, appropriation maintenance, and report preparation. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Receives, reviews, and analyzes budget requests from troops and divisions; validates the need for the request and ensures the requested amounts are appropriate and mathematically correct; prepares selected decision items for entry into the SAM II BRASS budget system.

Tracks and documents the status of decision items during the legislative process and attends legislative hearings as appropriate; updates troop commanders and division directors, as needed; archives data at the end of session for future utilization.

Reviews proposed legislation for potential organizational department impact; determines those with no impact and marks appropriately; assigns legislation to appropriate division personnel for response.

Monitors response deadlines and follows-up with affected personnel; reviews submitted response and evaluates the narrative and mathematical data presented; revises response in consort with originating source; may combine several responses into a composite response; prepares and submits a detailed worksheet to summarize the estimated fiscal impact of the proposed legislation on the organization; forwards final draft of fiscal notes to the Department of Public Safety and Legislative Oversight within predetermined deadlines; assigns revised versions of legislation for review and response; answers questions reference legislation and fiscal notes, as needed.

Utilizes the SAM II Financial system and complex internal spreadsheets to monitor appropriations and expenditures of allocated funds (e.g., state and federal); makes revisions to appropriations and allotments as necessary; responds to inquiries from Office of Administration and other state agencies.

Provides technical guidance in budget monitoring and maintenance to troop and division staff; provides troubleshooting and problem resolution, as needed; responds to requests from auditors, as needed.

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Prepares ad hoc and standard reports for division personnel, staff, auditors, etc.; prepares correspondence, lists, forms, etc.

Operates standard office equipment (e.g., personal computer, laptop computer, calculator, telephone, copier, shredder, etc.).

Performs job-related travel to attend training meetings and seminars.

Conducts training meetings and makes presentations to groups, as necessary.

May work a nonstandard schedule during the legislative session and during budget preparation.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Working knowledge of modern office practices, procedures, and equipment.

Working knowledge of accounting principles and practices and their application to a variety of accounting transactions.

Working knowledge of the budget process.

Working knowledge of SAM II Financial and HR/Payroll, BRASS, and the Data Warehouse.

Working knowledge of the legislative process.

Ability to operate a personal computer and create and interpret complex Excel spreadsheets.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to verify documents and reports produced and received, and take proper steps to reconcile errors.

Ability to locate and assemble information necessary to complete work assignments.

Ability to prepare and present complete and accurate accounting reports and statements.

Ability to work independently with general supervision.

Ability to interpret complex statistical and financial statements.

Ability to work on several projects simultaneously.

Ability to establish and maintain harmonious working relations with other employees, division directors, and representatives from state and federal agencies.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to make decisions in accordance with statutory and department rules, regulations, policies, and procedures and apply these to work problems.

Ability to operate office equipment as detailed in the description of duties.

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Ability to receive, review, and analyze budget requests.

Ability to coordinate fiscal note preparation within the organization.

Ability to maintain the organization's appropriations in a computerized accounting system and allocate funds accordingly.

Ability to provide technical guidance in budget monitoring and maintenance.

Ability to prepare standard and ad hoc reports.

Ability to perform job-related travel.

Ability to accommodate a nonstandard schedule during the legislative session during budget preparation.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, or closely related field.

OR

Four years of varied, double-entry bookkeeping experience and/or government accounting experience or finance experience of which at least two years must have involved responsibility for the more difficult bookkeeping tasks including the preparation of worksheets, financial statements, and the classification of items for proper entry, etc. (Successful completion of a full one-year course in accounting or finance from an accredited college or university or its equivalent in a recognized business college may be substituted on a year-for-year basis for a maximum of two years of general experience.)